



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: City-Wide Efficiency Study

MEETING DATE: November 3, 1993

PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: That the City Council adopt the attached guidelines for the Mayor's Select Committee on Governmental Efficiency.

BACKGROUND: At the City Council Shirtsleeve session of September 21, 1993, Councilman Mann proposed a City-wide efficiency study. At the regular City Council meeting of October 20, 1993, the matter of formally establishing this committee was tabled to a time specific, November 3, 1993 so that formalized guidelines regarding the Committee may be adopted.

Based on Councilman Mann's letter of September 30, 1993 and further discussions with him, the attached guidelines were prepared and are submitted for Council's adoption.

FUNDING: To be determined.

Respectfully submitted,

Jerry L. Glenn
Assistant City Manager

Attachments

JLG/vc

APPROVED

THOMAS A. PETERSON
City Manager



recycled paper

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MAYOR'S SELECT COMMITTEE
ON GOVERNMENTAL EFFICIENCY

BACKGROUND:

The City Council recognizes that organizations can stand to profit from a periodic thoughtful review of present practices and operations in hopes of identifying areas where changes can be made to increase effectiveness and efficiency of operations. To this end, a Mayor's Select Committee on Governmental Efficiency is created. The creation of this Committee is not an indictment against the manner and way the City is being managed or the City staff or administration. It certainly is not the intent for this Committee to become a forum to air grievances against persons or procedures, or to be used as a political baseball bat, but rather an opportunity to tap the talents and expertise of local business and professional people.

MAKEUP OF COMMITTEE:

5 to 7 members appointed by the Mayor, using nominations from the City Council and applications from the public. Desired qualifications include a background in business, management, accounting, personnel management and related fields. Preference will be given to applicants who have a proven successful track record. Applicants may be currently employed or retired.

CHARGE:

Examine each City Department to:

- a. identify areas where savings can be made in time, effort or money expended;
- b. identify areas where duplication of effort exists;
- c. identify obsolete operating methods and procedures;
- d. affirm policies and procedures that are effective and efficient;
- e. make specific recommendations on how to increase operational efficiency.

OPERATING PROCEDURES:

This Committee is advisory only and has no authority whatsoever. The Committee will have the freedom to examine all City departments, finances, operations, etc. Department Heads and staff are to cooperate with the Committee and give them whatever assistance they can. The Committee must operate on a schedule that is convenient to both the Committee members and City employees. Reasonable secretarial and clerical help will be provided by the City as needed.

It is not expected that this task will be done overnight, but rather will need several months. No comments shall be made until the final report is completed and forwarded to the City Council. At that time, it is expected the Chairperson of the Committee will be the spokesperson for the Committee. When the report is issued, each Committee member will be paid a stipend, as set by the City Council.

Sept. 20, 1993

TO: Mayor, Council Members, City Manager

FROM: Steve Mann

RE: City-wide efficiency study

"HOW CAN THE CITY OF LODI OPERATE MORE EFFICIENTLY?"

I wish to propose the creation of a blue ribbon panel, consisting of local, successful business and professional people, for the purpose of answering this question.

SPECIFICALLY:

1. A panel of 5 to 7 persons, appointed by the Mayor, using nominations from the council and applications from the public;
2. Panel would have the freedom to examine any and all city departments, their finances, operations, etc.
3. Panel MUST operate on a schedule that is convenient to BOTH panelists and city employees, operating in a courteous and thoughtful fashion...panel must not become a burden for any department or employee;
4. Panel will be advisory only and will have no authority
5. The panel would make a report to the City Council with its findings and recommendations, hopefully within eight months of its appointment, longer if needed;
6. Panelists would be paid a stipend of \$1000 each upon the completion of its mission

HOPED-FOR RESULTS:

1. Fresh ideas from successful business people will likely result in workable recommendations
2. Identify areas of duplication in effort, places where money could reasonably be saved, procedural changes that would possibly result in time/cost savings, etc.

OTHER COMMENTS:

This is NOT an indictment against the City, its current practices, city staff or administration. Rather, it is simply an effort to achieve the benefits of a professional efficiency study by tapping the talents and expertise of local business and professional people.

Every organization, particularly government, stands to profit from a periodic, thoughtful review and operations audit. That is what is intended by this proposal.

Terry Glenn

**CITY-WIDE EFFICIENCY STUDY
BLUE RIBBON COMMITTEE SPECS**

WHO CAN APPLY

1. Anyone may apply
2. Desired qualifications include a background in business, management, accounting, personnel management, cost accounting, and other related areas.
3. Preference will be given to applicants who are currently employed, or retired, in positions with strong backgrounds as described above.

CHARGE OF THE COMMITTEE

1. Examine each city department, as desired, to:
 - a. Identify areas of waste in time spent, money spent
 - b. Identify areas of duplication in effort
 - c. Identify obsolete methods, procedures currently used
 - d. Make specific recommendations on how the City can operate more efficiently
 - e. Affirm policies and procedures that are superior
2. Present report of findings to the Mayor and City Council

OTHER INFORMATION

1. It is expected that the Committee will need several months to complete its task
2. Each Committee member shall be paid a fee, as set by the City Council, upon completion of the study and report
3. Reasonable secretarial and clerical help will be provided by the City, as needed
4. This Committee is advisory only and has no authority whatsoever
5. Interviews by Committee members with city employees must be arranged in advance for the convenience of all parties
6. The purpose of this Committee is not political
7. All comments, including the final report, shall be made by the Committee chairperson
8. All appointments to this Committee shall be made by the Mayor, with concurrence of the City Council